

**Charlotte County**  
**Affordable Housing Advisory Committee**  
**Meeting Minutes**  
February 27, 2020

**Roll Call:** The meeting was called to order at 10:00AM by Mike Mansfield, Committee Member. A quorum was present.

**Committee Members Present:**

Mansfield, Mike	Home Building Industry
Hogan, Angela	Advocate for Low Income Persons
Pentelecuc, Kurt	Non-Profit Provider of Affordable Housing
Tiseo, Comm. Joe	Liaison Board of County Commissioners
Welsh, Lance	Real Estate Professional
Robin Montesano	Citizen At Large
Matt Trepal	Planning Agency Professional

**Public Comment on Agenda Items:**

There were no public comments on agenda items.

**Approval of November 21, 2019 Minutes:**

Motion to approve minutes as written: Kurt Pentelecuc, Second: Lance Welsh

**Motion Passed**

**Housing Quarterly Report:**

Motion to approve quarterly report as written: Kurt Pentelecuc, Second: Lance Welsh

**Motion Passed**

**Task Force Update:** Staff presented an update on Charlotte HOME which will be presented to the Board of County Commissioners for consideration on March 24, 2020.

Charlotte HOME is a standardized framework/application process for developers to seek a variety of incentive strategies. The AHAC will be utilizing a portion of this process in the disposition of surplus properties to non-profit organizations. Staff noted that the Prioritization Tool is flexible in that it can be utilized in a competitive process situation or a 'one-off' situation.

Discussion ensued regarding the Prioritization Tool. Questions were raised concerning: 1. Tier I, Type of Housing and whether or not 'non-profit/CLT' should be added following Subsidized Single Family Ownership, and 2. Tier II, Project Readiness, Construction to begin within 180 days. How will this be enforced? What if a developer checked the box, but construction didn't begin in 180 days? Is 180 days enough time? Staff will bring these items back to the Task Force for their consideration.

**Disposition of Surplus Properties to Pre-qualified Non-profits:** Staff presented a final draft of the Request for Proposals and Property Information Sheet. Staff is seeking approval of both documents as is, or with recommended changes.

Question regarding the status of the Land Use Restriction Agreement (LURA) was addressed. The LURA is under development by Charlotte County's Legal team. This document when complete will be a template that will ultimately be tailored to each specific property and non-profit/developer.

Staff noted that a Poll would be going out later today regarding dates for the walk-thru of homes and also dates for the proposed information sessions for non-profits. Staff will bring existing LURA's that affect the properties on the list to the information sessions for review by those non-profits in attendance.

It was decided to keep the 4/10/2020 due date for proposals and to schedule the informational sessions prior to the walk-thru. Proposed changes to the property information sheet are as follows:

1. Remove double asterisk on 2158 Conway Blvd. property in Year Build/Condition column;
2. Any addresses on list that are currently in Probate will be removed;
3. Add an additional notation at bottom for those properties with deed restrictions or HOA.

Motion to approve RFP as written and Information on County Surplus Properties sheet with recommended changes: Lance Welsh, Second: Kurt Pentelecuc

**Motion Passed**

**Interlocal Agreement with City of Punta Gorda:** Staff presented revised Interlocal Agreement. The Interlocal Agreement previously approved by the AHAC was pulled from a BCC Agenda by Legal for revisions. No substantive changes were made, just changes to some language so that this agreement is consistent other County agreements. This agreement once approved by the AHAC will go before the BCC and then on to the Punta Gorda City Council.

Motion to approve Interlocal Agreement as written: Angela Hogan, Second: Matt Trepal

**Motion Passed**

**Triennial Report Update and LHAP Development:** The Triennial Report was presented to the Board of County Commissioners back in December 2019. The BCC had 90 days from that date to act on those recommendations presented in the report. The BCC acted on the recommendations at their regular meeting held on 2/25/2020. The BCC supported all recommendations with one exception – the recommendation to lift the moratorium on sewer extension.

The Local Housing Assistance Plan (LHAP) is due to Florida Housing Finance Corporation on 5/2/2020. This LHAP is for 2021-2023. The new LHAP must include a Disaster Strategy. It was recommended to include Down Payment with a CLT component, Homeowner Rehab, Eviction Prevention/Rental Assistance, Disaster Assistance, Rental Construction (to incorporate the current Special Needs Non-Profit Rental strategy) and a Single-Family Construction strategy in the new plan.

**Adjournment:** Motion to adjourn meeting at 11:48am: Matt Trepal, Second: Kurt Pentelecuc